

**MINUTES FOR
PROJECT ENGINEERS MEETING
Wednesday, November 27, 2002
9:00 am, Conference Room 'C'**

1. Branch Staff Meeting Greg Perfetti
See attached copy of Branch Staff Minutes
2. CADD & PC Update..... Randy Bissette
See handouts passed out by Randy on new website and on BSIPS training. We are supposed to be getting 15 new CADD Workstations.
3. Time CardsRicky Keith
Please make sure your employees have their time cards and FR-11s to Yulonda by 9:00 am on payday Fridays. In the case of pay periods involving holidays, turn these in on the date and time that she requests. Project Engineers should have their time cards to me no later than Thursday afternoon prior to payday Fridays.
4. Contract Number.....Ricky Keith
If you have any correspondence after your projects are let to contract, please make sure that you place the "Contract #" on all outgoing letters. This is the main number used on the HICAMS and probably BSIPS. It can be found on the letting ad list or bid list and should appear as a "C" followed by a series of numbers.
5. Clearing LimitsRicky Keith
As a result of discussion between Randy Turner, Ron Hancock, and David Henderson clearing limits for structures will be established and permitted 30 feet from the bridge or existing R.O.W. which ever has less impact on wetlands. This should be discussed at the Preliminary Field Inspection. If you have any unusual circumstances these should be discussed with the Area Structure Engineer and Division Construction Engineer prior to permit drawings being submitted.
6. Railroad IssuesAllen Raynor
Erosion control details have been developed for CSX RR projects. They are available as CADD cells. See Bob for location of these cells. Make sure you use these details on your plans.
7. De-bondingAllen Raynor
A policy memo has been issued on de-bonding. A commitment has been made to fabricators to revise existing plans that have been let to contract at no cost. Plans currently under design should include option as per handout.
8. Bridge Policy Charles Hunt
FHWA questioned width of structure on the structure recommendations. Three-foot offsets for the structure were changed to eight feet. FHWA will meet with the Design Branch to get the disagreement on approach widths worked out. Bridge Policy might be revised.

9. Food DayRicky Keith
December 23, Monday. Please adhere to our usual custom of celebration on that date.
10. Open Discussion
RVK – continue to track Design Build Projects assigned to you.

JMB – increase in thickness on approach slab asphalt overlay.

TKK – revision on sound barrier wall standards.

TKK – working on standard for Texas rail.

TKK – traffic conduit detail policy memo will be forthcoming in December.

GRP – want to do concrete overlay on cored slab bridge, see Greg.